



# TRAVEL INFORMATION & POLICY


Subject:	Number:
Availability of the Electronic Pocket Travel Guide	TIP 17-06
	Date Issued:
	November 21, 2017
References:	Expires:
<a href="https://travelpocketguide.dot.ca.gov/">https://travelpocketguide.dot.ca.gov/</a>	Until Rescinded

**Purpose:** To inform department employees the availability of the electronic Pocket Travel Guide and step-by-step instructions for adding the icon on iPhone and Android Home Screen.

**Background:** In an effort to make travel instructions more accessible for department employees, the Division of Accounting produced an electronic Pocket Travel Guide for Travelers as a quick reference for basic travel information. For more comprehensive travel policies, employees should review the Travel Guide located at <http://www.dot.ca.gov/hq/asc/travel/>.

**Step-by-Step  
Instructions:**

iPhone

- Tap on Safari.
- Type in: <https://travelpocketguide.dot.ca.gov/> in the URL and tap the “Go” key.
- Tap on the “Action Key” () to bring up a menu that gives the option to add the icon to the Home Screen on your iPhone.
- Scroll to right until you see “Add to Home Screen” symbol. Tap on the “Add to Home Screen” symbol to add the Pocket Travel Guide icon to the Home Screen on your iPhone.
- Tap on the “Add” symbol to add the Pocket Travel Guide icon to the Home Screen on your iPhone.
- The Pocket Travel Guide icon should now appear on your home screen.

Android

- Open Firefox for Android and go to: <https://travelpocketguide.dot.ca.gov/> in the URL.
- Press the Menu button (either below the screen on some devices or at the top-right corner of the browser), then tap on Page.
- Tap Add to Home Screen.

- The Pocket Travel Guide icon should now appear on your home screen.

If you have questions about this TIP or would like to receive a paper version of the Pocket Travel Guide, please contact Cassie Baba at (916) 227-8652 or the Travel Information Line at (916) 227-9061.

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail [Cassie.Baba@dot.ca.gov](mailto:Cassie.Baba@dot.ca.gov). TTY users may also call (800) 735-2922.